

**POSITION DUTY STATEMENT**

PM-0924 (REV 3/2006)

<b>CLASSIFICATION TITLE</b> Environmental Planner / NS	<b>DISTRICT/DIVISION/OFFICE</b> 03/Environmental Management/NR Environmental Planning	
<b>WORKING TITLE</b> District Biologist	<b>POSITION NUMBER</b> 928-801-4635-xxx	<b>EFFECTIVE DATE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

This is the recruitment, first working level of the series. Under the general supervision of a Senior Environmental Planner, and lead guidance from an Associate Environmental Planner (NS), you will assess the impacts of transportation projects on biological resources and assist in making recommendations for the appropriate environmental approvals and permits in compliance with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other state and federal laws.

**TYPICAL DUTIES:****PERCENTAGE**Essential (E)/Marginal (M)<sup>1</sup>**JOB DESCRIPTION**

- 35% (E) With guidance, prepare biological technical reports for incorporation into environmental documents. Reports include Natural Environment Study (NES), Biological Assessment (BA) for endangered species consultation, Biological Evaluation (BE) for US Forest Service, and Alternatives Analysis for wetlands. Reports shall have a summary section for use by the environmental document author.
- 20% (E) Assist with field reviews to quantify the impacts of transportation projects on biological resources, including wetlands and other aquatic resources, fisheries and endangered flora and fauna and their habitats. This requires working outdoors in all weather conditions and variable terrain. Use of Global Positioning Satellite (GPS) technology for mapping resources is highly desirable.
- 20% (E) Under lead guidance, negotiate project impact issues and permit requirements with state and federal agencies including California Department of Fish & Game, Regional Water Quality Control Board, US Fish & Wildlife Service, National Marine Fisheries Service and US Environmental Protection Agency.

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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- 10% (E) Identify mitigation that is commensurate with project impacts. The determination of commensurate mitigation shall be made in consultation with the project development team and the resource agency.
- 5% (E) Prepare task orders for biological services to be performed by a consultant and provide oversight to the consultant's efforts.
- 10% (M) Maintain biological files and miscellaneous databases for district use. Assist other biology staff as needed.

### **SUPERVISION EXERCISED OVER OTHERS:**

Environmental Planners do not directly supervise. They may assist other members of the branch in conducting field reviews and/or advise others regarding technical biological issues.

### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

**Knowledge of:** a broad range of state and federal environmental laws, regulations and policies as they relate to state and federal transportation projects; approved methodology for conducting wetland delineations and other field practices; the Department's mission and goals.

**Ability to:** gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding environmental issues or problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Failure to accurately investigate and report biological resources could result in project delays, additional costs and regulatory requirements, and loss of credibility with other agencies.

### **PUBLIC AND INTERNAL CONTACTS:**

Occasional contact with the public as a representative of the department; daily interaction with other members of the department as a part of a multi-disciplinary team, both within and outside of the immediate work area; frequent contact with resource agency staff while gathering data and negotiating permit conditions and mitigation requirements.

### **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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**WORK ENVIRONMENT:**

Base of operation will be at the Redding Office; however frequent fieldwork requires ability to work in a variety of climatic and geographical conditions. Employees may have to occasionally travel to offices and field locations throughout the North Region.

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I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE